

Message

From: Alina Semo [alina.semo@nara.gov]
Sent: 2/28/2018 10:14:59 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FOIA at EPA:

Larry and Wendy: I write to you as the Director of the Office of Government Information Services (OGIS), the office statutorily mandated to review agency FOIA policies, procedures and compliance, 5 U.S.C. §§ 552 (h)(2)(A) and 552 (h)(2)(B). We are very interested in learning more about the EPA's current FOIA challenges and the agency's recent FOIA re-organization.

In recent weeks, we have seen the EPA's FOIA program come up in a variety of news stories, including a recent FOIA response using duct tape for redactions (<http://dailycaller.com/2018/02/16/epa-foia-redacted-with-duct-tape/>); the increase in lawsuits (<https://www.politico.com/story/2018/02/26/pruitt-epa-secrecy-lawsuits-environment-355842>); and POGO's analysis of the response time from the Office of the Administrator (<http://www.pogo.org/blog/2018/02/epa-drags-its-feet-with-foia-records-requests-aimed-at-scott-pruitts-office.html>). My staff has also advised me that EPA is undergoing a surge to clear out its backlog, and is making some structural changes to make the process more efficient.

We would very much appreciate the opportunity to have a discussion with you - and/or other appropriate officials at EPA - to learn more about the EPA's FOIA process challenges and ways in which OGIS may be able to provide assistance. Please let me know what your schedules look like in the next few days and through next week so that my staff and I can set up a conference call with you. I look forward to hearing back from you soon. Thank you, Alina Semo

Alina M. Semo
Director, Office of Government Information Services
National Archives and Records Administration
Phone: (202) 741-5771; Fax: (202) 741-5769; Cell: (301) 456-9185



Website: www.archives.gov/ogis
Blog: <https://foia.blogs.archives.gov/>
Twitter: https://twitter.com/foia_ombuds

Physical Address:
732 North Capitol Street, N.W., Suite A702
Washington, DC 20401-0001
Mailing Address:
8601 Adelphi Road – OGIS
College Park, MD 20740-6001

Confidentiality Statement: This message is transmitted to you by the Office of Government Information Services of the National Archives and Records Administration. The message, along with any attachments, may be confidential and legally privileged. If you are not the intended recipient of this message, please destroy it promptly without further retention or dissemination (unless otherwise required by law). Please notify the sender of the error by a separate e-mail or by calling (202) 741-5771.

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/28/2018 10:25:07 PM
To: Alina Semo [alina.semo@nara.gov]; Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: RE: FOIA at EPA:

I would be avail to talk to you about EPA FOIA program. Please have your staff contact Wendy so we can find a mutually agreeable time to discuss.

The issue we have is the sheer number of FOIA requests EPA is receiving. Furthermore, most of our requests fall into the complex track and the category of "exceptional circumstances."

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Alina Semo [mailto:alina.semo@nara.gov]
Sent: Wednesday, February 28, 2018 5:15 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA at EPA:

Larry and Wendy: I write to you as the Director of the Office of Government Information Services (OGIS), the office statutorily mandated to review agency FOIA policies, procedures and compliance, 5 U.S.C. §§ 552 (h)(2)(A) and 552 (h)(2)(B). We are very interested in learning more about the EPA's current FOIA challenges and the agency's recent FOIA re-organization.

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Alina M. Semo

Director, Office of Government Information Services

National Archives and Records Administration

Phone: (202) 741-5771; Fax: (202) 741-5769; Cell: (301) 456-9185



Website: www.archives.gov/ogis

Blog: <https://foia.blogs.archives.gov/>

Twitter: https://twitter.com/foia_ombuds

Physical Address:

732 North Capitol Street, N.W., Suite A702

Washington, DC 20401-0001

Mailing Address:

8601 Adelphi Road – OGIS

College Park, MD 20740-6001

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Message

From: Creech, Christopher [Creech.Christopher@epa.gov]
Sent: 7/17/2019 5:30:57 PM
To: Packard, Elise [Packard.Elise@epa.gov]; Willey, Katharine [willey.katharine@epa.gov]
CC: Epp, Timothy [Epp.Timothy@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Feedback Requested NFO Documents re FOIA Update Implementation
Attachments: 2019 EPA FOIA Regulation Update.pdf; Draft Summary of Changes to FOIA Regulations.docx; 2019 EPA FOIA Regulation Update.pdf; DRAFT Implementation Messaging (07.17.2019).docx; DRAFT July 26 to August 23 Transitional Response (07.17.2019).docx; DRAFT Post-August 23 Transitional Response (07.17.2019).docx

Hello Elise and Katharine,

Attached are documents related to the FOIA regulation update implementation. We are asking for your feedback on items 3 (updates to epa.gov/foia) and 4, 5, and 6 (implementation email for HQ and regional FOIA Programs).

1. 2019 EPA FOIA Regulation Update- for your background, preamble and text of new regulation
2. Draft Summary of Changes to FOIA Regulations- for your background on the FOIA regulation update
3. External Facing Webpages Edits (07.01.2019)- for your review and feedback
 - o proposed edits to the epa.gov/foia webpages that reflect the FOIA regulation update, particularly centralized intake
 - o We are waiting for the mockup from IT support. This needs to go live by July 26, the effective date.
4. Draft Implementation Messaging (07.17.2019)- for your review and feedback
 - o email providing guidance and overview to HQ and Regional FOIA Programs on implementing the update FOIA regulations, with a focus on centralization
 - o Elise preliminarily approved the implementation email pending the addition of this sentence: "We recommend that you send requesters a letter or email using the attached "Post-August 23 Transitional Response" template language, which instructs requesters on the authorized methods of submitting a FOIA request."
 - o We would like to share the glidepath strategy outlined in #3 with the FOIA Officers and Coordinators at our FOIA Professionals phone call scheduled tomorrow at 2PM. We would like to send this email and the two documents below by the end of the week.
5. Draft July 26 to August 23 Transitional Response (07.17.2019)- for your review and feedback
 - o to be provided with the Implementation Messaging, a template for regions to acknowledge requests submitted directly to the region after the effective date
6. Draft Post-August 23 Transitional Response (07.17.2019)- for your review and feedback
 - o to be provided with the Implementation Messaging, a template bounce back email or letter for regions to provide to improperly submitted requests

Thank you and please let me know if you have any questions.

Best,

Christopher T. Creech

Attorney-Adviser

Office of General Counsel | U.S. Environmental Protection Agency

(202) 564-4286 | WJCN Room 7353E | creech.christopher@epa.gov



Message

From: Epp, Timothy [Epp.Timothy@epa.gov]
Sent: 10/26/2018 7:32:45 PM
To: Packard, Elise [Packard.Elise@epa.gov]; Brazauskas, Joseph [brazauskas.joseph@epa.gov]
CC: OGC NFO [OGC-NFO@epa.gov]; Schramm, Daniel [Schramm.Daniel@epa.gov]; Talty, Mark [Talty.Mark@epa.gov]; Simons, Andrew [Simons.Andrew@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; Youngblood, Charlotte [Youngblood.Charlotte@epa.gov]; OGC Immediate Office Support [OGCFrontOfficeSupportStaff@epa.gov]
Subject: NFO meeting at 4pm Monday 10/29
Attachments: MyProperty handouts for 10 29 18.pdf; DRAFT MEMO Policy and Procedure Update 10.25.2018 tre ctc.docx; Options Selection Prebrief_10.24.18_NandCsplitt.docx

Hi all,

For the Monday 4:00 pm NFO Meeting with Elise and Joe, attached are three documents. The agenda will be:

- 1) Seeking decision authorizing redirecting of site-specific FOIA requests to MyProperty (Wendy/Larry)
- 2) Draft Memo on interim extension of OEI FOIA Policy and Procedure & process (Chris)
- 3) Draft Options Selection Memo for Regulations (Dan & Mark Talty/Andrew Simons)

Tim

Timothy R. Epp
Acting Director, National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency
Tel. 202-564-2830

MyProperty

October 29, 2018

Background

MyProperty was developed as a tool for real estate professionals, contractors and bankers to determine if EPA has any data on a specific property. Although EPA manages databases which contain permit, facility and clean-up information, MyProperty provides a high level look through an easy-to-use web-based interface. If no results are located a printable certificate is available.

Due to technical changes in the databases feeding MyProperty, it was unavailable to allow for time to resolve the issues. The National FOIA Office is completing a pilot as part of the Lean Kaizen process and has concluded that all technical issues have been resolved.

Nearly all requesters for this type of information fall under the commercial category. A fully operational tool like MyProperty allows the user to obtain the information on-the-fly saving time and money. The agency may see a reduction in the number of incoming FOIA requests by nearly 25%.

Request

Permission to return to referring the requester community to use MyProperty and follow-up with a FOIA request when items are found in the results.

Support upgrades to MyProperty, outlined below.

Options

Ex. 5 Deliberative

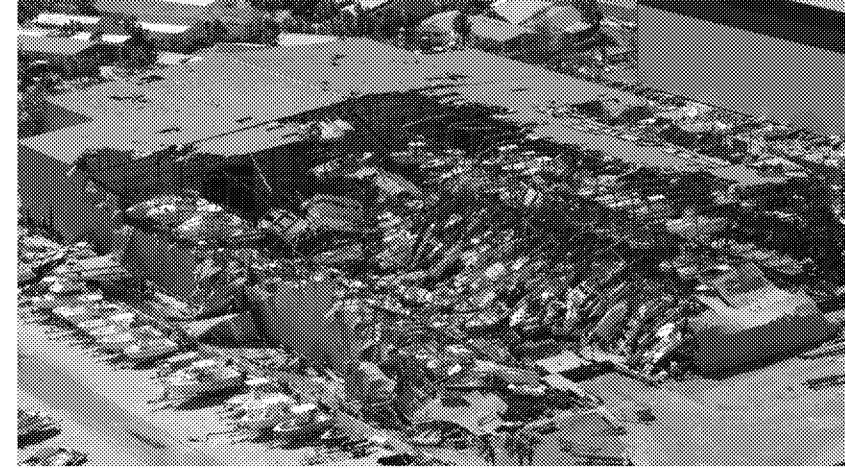
Ex. 5 Deliberative

Recommendation

Ex. 5 Deliberative

MyProperty – supporting business opportunities

MyProperty was developed as a tool for real estate professionals, contractors and bankers to determine if EPA has any data on a specific property. Routine commercial requests for property acquisition and new development remain the primary use for MyProperty. A certificate is provided if no records are found.



MyProperty – helping to rebuild

When disasters strike many communities seek to rebuild. MyProperty is a web-based tool that allows our frequent customers to use the information for routine investments. However, when rebuilding after a hurricane strikes (see recent photos of Mexico Beach) it is difficult to know what lies underground when it is impossible to see what was on the surface.

MyProperty is expanding the ability to standardize addresses and select properties from a map or list (estimated cost of \$137,000).



MyProperty – seeking to go mobile

Developers in OEI have the ability to convert MyProperty into a Mobile App (estimated cost of \$23,000) . Portability is the key to supporting quick decisions to buy, build, or pass when every minute counts.

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 1/30/2018 4:06:29 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: National FOIA Office Operations Manual_20180122.docx
Attachments: National FOIA Office Operations Manual_20180122.docx

Draft per your request

Message

From: Moumbleaux, Joan [moumbleaux.joan@epa.gov]
Sent: 8/20/2019 9:22:51 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Hill, Kevin W. [hill.kevinw@epa.gov]; Veney, Carla [Veney.Carla@epa.gov]
CC: Nguyen, Quoc [Nguyen.Quoc@epa.gov]
Subject: RE: National FOIA "17 - Training Slides on G Drive
Attachments: FOIA for Managers and Supervisors June 24 2019 revision.pptx

For those of you who have not seen it, here is this year's Mgrs./Supervisor's Training.

Joan Moumbleaux

Government Information Specialist I [National FOIA Office](#)
U.S. Environmental Protection Agency I Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC2310A)
Washington, D.C. 20460 I WJCN 7426L
Phone (202) 564-7872 I Cell (202) 573-1835 I moumbleaux.joan@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Moumbleaux, Joan <moumbleaux.joan@epa.gov>
Sent: Tuesday, August 20, 2019 12:21 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>; Hill, Kevin W. <hill.kevinw@epa.gov>; Veney, Carla <Veney.Carla@epa.gov>
Cc: Nguyen, Quoc <Nguyen.Quoc@epa.gov>
Subject: National FOIA "17 - Training Slides on G Drive

All:

Because there are several shared drives, I thought I would send you the OneDrive path to the documents:
"G:\National FOIA Training 2017\2017 NFTC Presentations FINAL"

Joan Moumbleaux

Government Information Specialist I [National FOIA Office](#)
U.S. Environmental Protection Agency I Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC2310A)
Washington, D.C. 20460 I WJCN 7426L
Phone (202) 564-7872 I Cell (202) 573-1835 I moumbleaux.joan@epa.gov



National FOIA Office
EPA Office of General Counsel

Message

From: Walker, Denise [Walker.Denise@epa.gov]
Sent: 7/26/2019 2:53:08 PM
To: Willey, Katharine [willey.katharine@epa.gov]
CC: Epp, Timothy [Epp.Timothy@epa.gov]; Creech, Christopher [Creech.Christopher@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: OGIS Comments to EPA updates to FOIA regulation (40 C.F.R. Part 2)
Attachments: OGIS.Letter.to.EPA.40 CFR Part 2.pdf

Katharine:

Good morning and happy Friday!

Chris forwarded me the correspondence from OGIS, below. I've asked him to send a very short reply e-mail simply to acknowledge receipt.

I suggest that we reach out to OGIS to set up a time for Tim Epp to discuss the letter with them after August 5th once he is back in the office but wanted to make you aware of the letter and get your thoughts. We do have a cordial relationship with OGIS. Happy to discuss further with you.

Best,
Denise

Denise A. Walker

Acting Assistant General Counsel | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7308A
Phone 202-564-6520 | Cell 202-816-9872 | walker.denise@epa.gov



EPA FOIA Intranet: https://usepa.sharepoint.com/sites/EPA_OGC_NFO

From: Alina Semo <alina.semo@nara.gov>
Sent: Thursday, July 25, 2019 10:36 PM
To: Epp, Timothy <Epp.Timothy@epa.gov>; Creech, Christopher <Creech.Christopher@epa.gov>
Cc: Mitchell, Kirsten <kirsten.mitchell@nara.gov>; Sheela Portonovo <sheela.portonovo@nara.gov>; Martha Murphy <martha.murphy@nara.gov>
Subject: OGIS Comments to EPA updates to FOIA regulation (40 C.F.R. Part 2)

Hi Tim, hope all is well. Please see attached letter. Happy to discuss further. Thanks,
Alina

Alina M. Semo

Director, Office of Government Information Services
National Archives and Records Administration
Phone: (202) 741-5771; Fax: (202) 741-5769; Cell: (301) 456-9185



Website: www.archives.gov/ogis
Blog: <https://foia.blogs.archives.gov/>
Twitter: https://twitter.com/foia_ombuds

Physical Address:
732 North Capitol Street, N.W., Suite A702
Washington, DC 20401-0001

Mailing Address:
8601 Adelphi Road – OGIS
College Park, MD 20740-6001

Message

From: Dolph, Becky [Dolph.Becky@epa.gov]
Sent: 2/13/2018 4:55:36 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; Blake, Wendy [Blake.Wendy@epa.gov]; White, Elizabeth [white.elizabeth@epa.gov]; Hammitt, Jennifer [Hammitt.Jennifer@epa.gov]; Kaminer, Joan [Kaminer.Joan@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]
CC: Saltman, Tamara [Saltman.Tamara@epa.gov]; Poole, Laura [Poole.Laura@epa.gov]; Barry Angeline [bangeline@msipros.com]
Subject: RE: Follow-up from last week's meeting
Attachments: Awareness Notification Process for FOIA Release 2 13 18_wb lfg(002).docx

Thanks for your comments Larry. Responses in document.

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

From: Gottesman, Larry
Sent: Tuesday, February 13, 2018 11:14 AM
To: Blake, Wendy <Blake.Wendy@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Hammitt, Jennifer <Hammitt.Jennifer@epa.gov>; Kaminer, Joan <Kaminer.Joan@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>
Cc: Saltman, Tamara <Saltman.Tamara@epa.gov>; Poole, Laura <Poole.Laura@epa.gov>; Barry Angeline <bangeline@msipros.com>
Subject: RE: Follow-up from last week's meeting

Wendy-

I have a few comments I added to the attached for your consideration.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

From: Blake, Wendy
Sent: Tuesday, February 13, 2018 10:54 AM
To: White, Elizabeth <white.elizabeth@epa.gov>; Hammitt, Jennifer <Hammitt.Jennifer@epa.gov>; Kaminer, Joan <Kaminer.Joan@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Dolph, Becky <Dolph.Becky@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Saltman, Tamara <Saltman.Tamara@epa.gov>; Poole, Laura <Poole.Laura@epa.gov>; Barry Angeline <bangeline@msipros.com>
Subject: Follow-up from last week's meeting

Good morning everyone,

Below are the revised measures as discussed at last week's meeting. Also attached is a current version of the ANP document. We are meeting with our General Counsel today at 2:30 pm to discuss the attached. If you have any question or comments, please let me know before 2:30 pm.

Many thanks,

Wendy

Proposed Measures:

1.
2.
3.
4.
5.

Ex. 5 Deliberative

Wendy L. Blake
Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
phone: (202) 564-1821
fax: (202) 564-5433

Message

From: Blake, Wendy [Blake.Wendy@epa.gov]
Sent: 2/13/2018 3:53:36 PM
To: White, Elizabeth [white.elizabeth@epa.gov]; Hammitt, Jennifer [Hammitt.Jennifer@epa.gov]; Kaminer, Joan [Kaminer.Joan@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]; Dolph, Becky [Dolph.Becky@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Saltman, Tamara [Saltman.Tamara@epa.gov]; Poole, Laura [Poole.Laura@epa.gov]; Barry Angeline [bangeline@msipros.com]
Subject: Follow-up from last week's meeting
Attachments: Awareness Notification Process for FOIA Release 2 13 18_wb (002).docx

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Proposed Measures:

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Ex. 5 Deliberative

Wendy L. Blake
Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
phone: (202) 564-1821
fax: (202) 564-5433

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 2/7/2018 4:33:51 PM
To: Green, LindaE [Green.LindaE@epa.gov]; Lewis, Judith [Lewis.Judith@epa.gov]; Lewis, Monica [lewis.monica@epa.gov]; Person, Linda [Person.Linda@epa.gov]
CC: Byrd, Jonda [byrd.jonda@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: National FOIA Office Operations Manual_2018 02 07 JB comments.docx REPLY BY 2/12/18
Attachments: National FOIA Office Operations Manual_2018 02 07 JB comments.docx

Linda, Judith, Linda, and Monica,

Here is the draft FOIA Office Operations Manual. Please send your comments to me with a cc to Jonda and Larry by COB, Monday, February 12, 2018.

This version includes Jonda's edits.

Please let Jonda, Larry or me know if you have any questions.

Thanks, Wendy
Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Epp, Timothy [Epp.Timothy@epa.gov]
Sent: 5/10/2019 1:35:23 PM
To: Ho, Nancy [Ho.Nancy@epa.gov]; Ford, Mark [Ford.Mark@epa.gov]; Langley, Shirley [Langley.Shirley@epa.gov]; Lane, Leticia [Lane.Leticia@epa.gov]; Ragon, Derek [Ragon.Derek@epa.gov]; Ortiz, Diana [Ortiz.Diana@epa.gov]; Pemberton, Mary [Pemberton.Mary@epa.gov]; Smith, Suzanne [Smith.Suzanne@epa.gov]
CC: Blake, Wendy [Blake.Wendy@epa.gov]; Bigioni, Neil [bigioni.neil@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Payne, James [payne.james@epa.gov]; Smith, Suzanne [Smith.Suzanne@epa.gov]; Thompson, BrianK [Thompson.BrianK@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Subject: FW: FOIA Toolkit and EPA FOIA Intranet RECOMMENDATION

Dear Nancy, Mark, and others, (I'm adding Suzanne and Jim for awareness.)

Ex. 5 AC/DP

Please let me know if you have any further questions, and I'd greatly appreciate hearing your plan for moving to consistent use of centralized eDiscovery searches for outlook.

Tim

Timothy R. Epp

| National FOIA Office

U.S. Environmental Protection Agency | Office of General Counsel

1200 Pennsylvania Avenue, N.W. (MC 2310A)

Washington, D.C. 20460 | WJCN 7309B

Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Schumacher, Wendy
Sent: Thursday, May 09, 2019 3:31 PM
To: Epp, Timothy <Epp.Timothy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FW: FOIA Toolkit and EPA FOIA Intranet RECOMMENDATION

Tim,

Please see R6's suggestion for the Toolkit.

Wendy

Wendy Schumacher, Ph.D., PMP

Government Information Specialist | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310 A)
Washington, D.C. 20460 | WJCN 5315 E
Phone (202) 566-2513 | schumacher.wendy@epa.gov

From: Ho, Nancy
Sent: Thursday, May 09, 2019 11:58 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA Toolkit and EPA FOIA Intranet RECOMMENDATION

Hi Wendy/Larry –

Ex. 5 AC/DP

Thanks,
Nancy

Nancy Ho
EPA Region 6 FOIA Team
Mailing Address: 1445 Ross Ave Ste 1200, Mail Code ORCDF, Dallas, TX 75202-2733
Tel: 214-665-3179 || Email: ho.nancy@epa.gov

From: Ford, Mark
Sent: Wednesday, May 08, 2019 10:58 AM
To: Ho, Nancy <Ho.Nancy@epa.gov>; Langley, Shirley <Langley.Shirley@epa.gov>; Lane, Leticia <Lane.Leticia@epa.gov>; Ragon, Derek <Ragon.Derek@epa.gov>; Ortiz, Diana <Ortiz.Diana@epa.gov>; Pemberton, Mary <Pemberton.Mary@epa.gov>; Ragon, Derek <Ragon.Derek@epa.gov>; Smith, Suzanne <Smith.Suzanne@epa.gov>
Subject: RE: Please use Ediscovery EPA-R6-2019-004705 - Intercontinental Terminals Company (ITC) Facility Fire - Multi-Regions

Hi Nancy,

Ex. 5 AC/DP

Many thanks,

Mark Ford
Senior Attorney/ORC
FOIA Branch

From: Ho, Nancy
Sent: Friday, May 03, 2019 2:24 PM
To: Langley, Shirley <Langley.Shirley@epa.gov>; Lane, Leticia <Lane.Leticia@epa.gov>; Ragon, Derek <Ragon.Derek@epa.gov>; Ford, Mark <Ford.Mark@epa.gov>; Ortiz, Diana <Ortiz.Diana@epa.gov>; Pemberton, Mary <Pemberton.Mary@epa.gov>
Subject: Please use Ediscovery EPA-R6-2019-004705 - Intercontinental Terminals Company (ITC) Facility Fire - Multi-Regions
Importance: High

Hi Derek, Mark, and DeeDee –

Ex. 5 AC/DP

Thanks,
Nancy

Nancy Ho
EPA Region 6 FOIA Team
Mailing Address: 1445 Ross Ave Ste 1200, Mail Code ORCDF, Dallas, TX 75202-2733
Tel: 214-665-3179 || Email: ho.nancy@epa.gov

From: Kirst, Tina
Sent: Friday, May 03, 2019 1:28 PM
To: Calderon, Wanda <Calderon.Wanda@epa.gov>; Gupta, Kaushal <Gupta.Kaushal@epa.gov>; Wheatley, Jessica <wheatley.jessica@epa.gov>; Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Indermark, Michele <Indermark.Michele@epa.gov>; McLendon, Wanda <McLendon.Wanda@epa.gov>; Reynolds, David <Reynolds.David@epa.gov>
Cc: Ortiz, Diana <Ortiz.Diana@epa.gov>; Pemberton, Mary <Pemberton.Mary@epa.gov>; Ragon, Derek <Ragon.Derek@epa.gov>; Malooly, Tom <Malooly.Tom@epa.gov>; Whitener, Susan <Whitener.Susan@epa.gov>; Geisel, Alison <geisel.alison@epa.gov>; Wright, Bianca <wright.bianca@epa.gov>; Albright, Glodine <albright.glodine@epa.gov>; Ho, Nancy <Ho.Nancy@epa.gov>; Ford, Mark <Ford.Mark@epa.gov>; Stanley, Deborah-j <Stanley.Deborah-J@epa.gov>
Subject: Freedom of Information Act Request # EPA-R6-2019-004705 - Intercontinental Terminals Company (ITC) Facility Fire - Multi-Regions

Dear Wanda C., Kaushal, Jessica, Stephanie, Michele, Wanda M., and David:

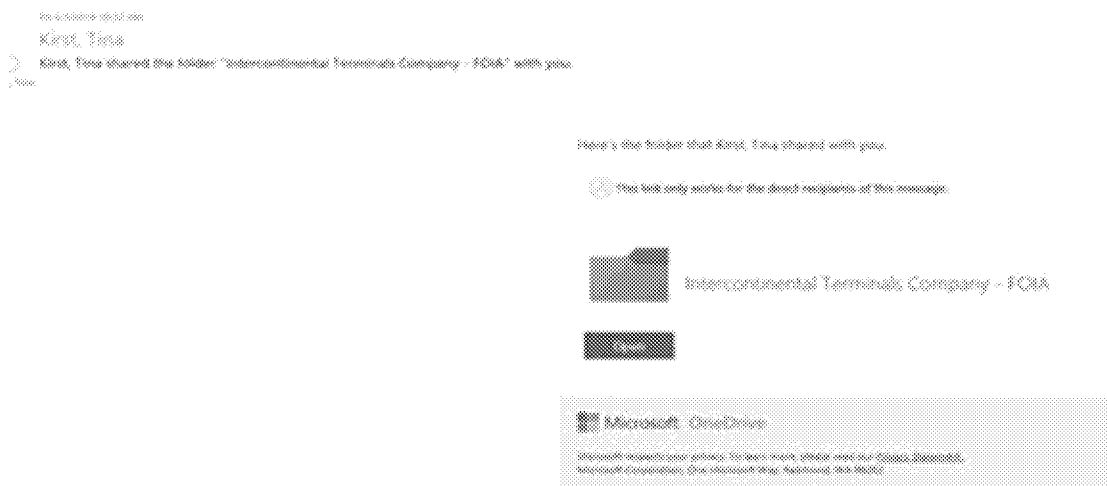
As you know, EPA Region 6 Superfund Division is in receipt of the attached FOIA request # EPA-R6-2019-004705, for information on the Intercontinental Terminals Company Facility Fire. Today, we are providing you with this email for a preliminary review of the process. We expect to notify all of the identified custodians of the process and with access to their OneDrive folder on Monday, May 6, 2019.

The individuals listed below have been identified as having information for this incident that may be responsive to the FOIA request. If there are any other known individuals from your Region that participated in the emergency response, please let us know.

Region 2 - Idrissa Ouedraogo and Paul Kahn
Region 5 - Sylvia Griffin, Robert Snyder, Danielle Kleinmaier, Lawrence Zintek
Region 10 – Richard Franklin
OLEM – Knolyn Jones, Stephen Blaze, Dave Mickunas, Timothy Curry, Marc Thomas
HQ – Office of Land and Emergency Management – Site Team not identified

The method for making the documents available to Region 6 is via OneDrive. Each Region will be provided with access to a OneDrive folder assigned specifically to that Region's custodian(s).

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- 1) The custodian will need to complete a search in Outlook. (Please see the attached instructions on Outlook E-Mail Collection)
- 2) The custodian must use the approved Boolean search terms: ("Intercontinental Terminals Company" OR "ITC" OR "A6SN") AND received :>= 03/15/2019
- 3) Once you have completed your search, please upload the records to your assigned OneDrive folder. (To access the folder, please click on the sharing email you receive. Please note, you will not be able to share the folder. If anyone needs access, please notify the sender sharing the OneDrive folder. Access can be given to other custodians upon request.)
- 4) Complete the attached Document Retrieval form. This form is to signify that you have conducted the search and have provided all known records for this response.
- 5) Once you have completed steps 1 – 4 above, please send an email to Region 6 staff, Diana Ortiz (Ortiz.diana@epa.gov) and Mary Beth Pemberton (Pemberton.Mary@epa.gov), notifying them you have completed your search and attach your completed Document Retrieval form to the email.

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If you have any questions or any issues in accessing the OneDrive folder and / or in conducting your search, please let us know.

Thank you,

Tina Kirst

Toeroek Associates, Inc., A Subcontractor for AAR

Contractor - U.S. Environmental Protection Agency Region 6 Superfund Division

Phone: 214-665-2242 - Email: kirst.tina@epa.gov

Message

From: Epp, Timothy [Epp.Timothy@epa.gov]
Sent: 5/9/2019 8:28:52 PM
To: Blake, Wendy [Blake.Wendy@epa.gov]; Miller, Kevin [Miller.Kevin@epa.gov]; Youngblood, Charlotte [Youngblood.Charlotte@epa.gov]; Kelly, Lynn [Kelly.Lynn@epa.gov]
CC: Gottesman, Larry [Gottesman.Larry@epa.gov]; Walker, Denise [Walker.Denise@epa.gov]
Subject: RE: -- FW: FOIA Toolkit and EPA FOIA Intranet RECOMMENDATION

That was my understanding. Do you want to reach out? Or, Should I communicate back to Nancy Ho and Mark Ford – or, would you like to provide specific language to convey the message to them?

Tim

Timothy R. Epp

| [National FOIA Office](#)

U.S. Environmental Protection Agency | Office of General Counsel

1200 Pennsylvania Avenue, N.W. (MC 2310A)

Washington, D.C. 20460 | WJCN 7309B

Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Blake, Wendy
Sent: Thursday, May 09, 2019 4:17 PM
To: Epp, Timothy <Epp.Timothy@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Youngblood, Charlotte <Youngblood.Charlotte@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>
Subject: -- FW: FOIA Toolkit and EPA FOIA Intranet RECOMMENDATION

Ex. 5 AC/DP

Wendy L. Blake
Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
phone: (202) 564-1821
fax: (202) 564-5433

From: Epp, Timothy
Sent: Thursday, May 09, 2019 4:12 PM
To: Blake, Wendy <Blake.Wendy@epa.gov>; Miller, Kevin <Miller.Kevin@epa.gov>; Youngblood, Charlotte

<Youngblood.Charlotte@epa.gov>; Kelly, Lynn <Kelly.Lynn@epa.gov>

Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>

Subject: Not using eDiscovery -- FW: FOIA Toolkit and EPA FOIA Intranet RECOMMENDATION

Ex. 5 AC/DP

Thoughts?

I'm also going to reach out to Brian Thompson to see if he recalls/agrees with the assertion.

Tim

Timothy R. Epp

| National FOIA Office

U.S. Environmental Protection Agency | Office of General Counsel

1200 Pennsylvania Avenue, N.W. (MC 2310A)

Washington, D.C. 20460 | WJCN 7309B

Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office

EPA Office of General Counsel

From: Schumacher, Wendy

Sent: Thursday, May 09, 2019 3:31 PM

To: Epp, Timothy <Epp.Timothy@epa.gov>

Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>

Subject: FW: FOIA Toolkit and EPA FOIA Intranet RECOMMENDATION

Tim,

Please see R6's suggestion for the Toolkit.

Wendy

Wendy Schumacher, Ph.D., PMP

Government Information Specialist | National FOIA Office

U.S. Environmental Protection Agency | Office of General Counsel

1200 Pennsylvania Avenue, N.W. (MC 2310 A)

Washington, D.C. 20460 | WJCN 5315 E

Phone (202) 566-2513 | schumacher.wendy@epa.gov

From: Ho, Nancy
Sent: Thursday, May 09, 2019 11:58 AM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA Toolkit and EPA FOIA Intranet RECOMMENDATION

Hi Wendy/Larry –

Ex. 5 AC/DP

Thanks,
Nancy

Nancy Ho
EPA Region 6 FOIA Team
Mailing Address: 1445 Ross Ave Ste 1200, Mail Code ORCDF, Dallas, TX 75202-2733
Tel: 214-665-3179 || Email: ho.nancy@epa.gov

From: Ford, Mark
Sent: Wednesday, May 08, 2019 10:58 AM
To: Ho, Nancy <Ho.Nancy@epa.gov>; Langley, Shirley <Langley.Shirley@epa.gov>; Lane, Leticia <Lane.Leticia@epa.gov>; Ragon, Derek <Ragon.Derek@epa.gov>; Ortiz, Diana <Ortiz.Diana@epa.gov>; Pemberton, Mary <Pemberton.Mary@epa.gov>; Ragon, Derek <Ragon.Derek@epa.gov>; Smith, Suzanne <Smith.Suzanne@epa.gov>
Subject: RE: Please use Ediscovery EPA-R6-2019-004705 - Intercontinental Terminals Company (ITC) Facility Fire - Multi-Regions

Hi Nancy,

Ex. 5 AC/DP

Many thanks,

Mark Ford
Senior Attorney/ORC
FOIA Branch

From: Ho, Nancy
Sent: Friday, May 03, 2019 2:24 PM
To: Langley, Shirley <Langley.Shirley@epa.gov>; Lane, Leticia <Lane.Leticia@epa.gov>; Ragon, Derek

<Ragon.Derek@epa.gov>; Ford, Mark <Ford.Mark@epa.gov>; Ortiz, Diana <Ortiz.Diana@epa.gov>; Pemberton, Mary <Pemberton.Mary@epa.gov>

Subject: Please use Ediscovery EPA-R6-2019-004705 - Intercontinental Terminals Company (ITC) Facility Fire - Multi-Regions

Importance: High

Hi Derek, Mark, and DeeDee –

Ex. 5 AC/DP

Thanks,
Nancy

Nancy Ho
EPA Region 6 FOIA Team
Mailing Address: 1445 Ross Ave Ste 1200, Mail Code ORCDF, Dallas, TX 75202-2733
Tel: 214-665-3179 || Email: ho.nancy@epa.gov

From: Kirst, Tina

Sent: Friday, May 03, 2019 1:28 PM

To: Calderon, Wanda <Calderon.Wanda@epa.gov>; Gupta, Kaushal <Gupta.Kaushal@epa.gov>; Wheatley, Jessica <wheatley.jessica@epa.gov>; Kercheval, Stephanie <Kercheval.Stephanie@epa.gov>; Indermark, Michele <Indermark.Michele@epa.gov>; McLendon, Wanda <McLendon.Wanda@epa.gov>; Reynolds, David <Reynolds.David@epa.gov>

Cc: Ortiz, Diana <Ortiz.Diana@epa.gov>; Pemberton, Mary <Pemberton.Mary@epa.gov>; Ragon, Derek <Ragon.Derek@epa.gov>; Malooly, Tom <Malooly.Tom@epa.gov>; Whitener, Susan <Whitener.Susan@epa.gov>; Geisel, Alison <geisel.alison@epa.gov>; Wright, Bianca <wright.bianca@epa.gov>; Albright, Glodine <albright.glodine@epa.gov>; Ho, Nancy <Ho.Nancy@epa.gov>; Ford, Mark <Ford.Mark@epa.gov>; Stanley, Deborah-j <Stanley.Deborah-J@epa.gov>

Subject: Freedom of Information Act Request # EPA-R6-2019-004705 - Intercontinental Terminals Company (ITC) Facility Fire - Multi-Regions

Dear Wanda C., Kaushal, Jessica, Stephanie, Michele, Wanda M., and David:

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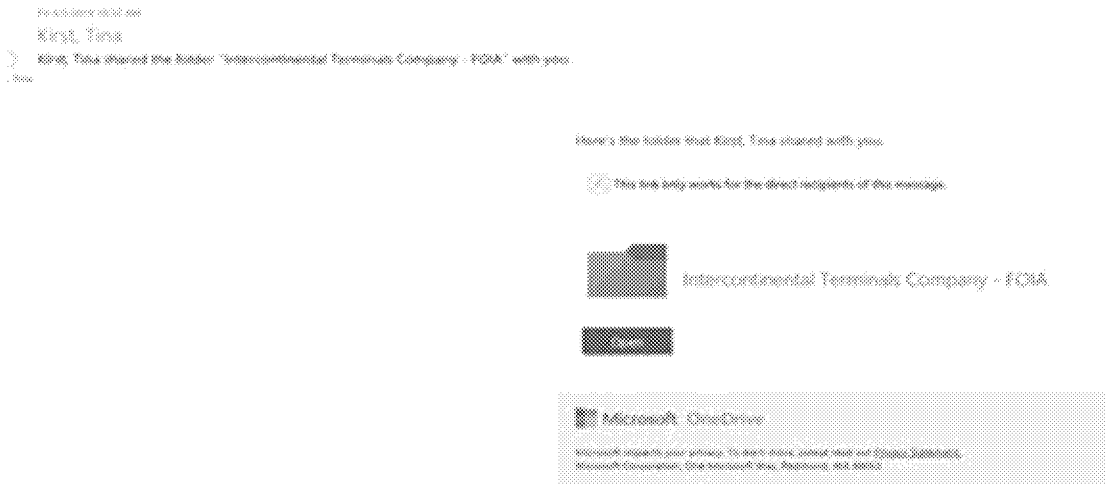
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Region 5 - Sylvia Griffin, Robert Snyder, Danielle Kleinmaier, Lawrence Zintek
Region 10 – Richard Franklin
OLEM – Knolyn Jones, Stephen Blaze, Dave Mickunas, Timothy Curry, Marc Thomas
HQ – Office of Land and Emergency Management – Site Team not identified

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If you have any questions or any issues in accessing the OneDrive folder and / or in conducting your search, please let us know.

Thank you,

Tina Kirst

Toeroek Associates, Inc., A Subcontractor for AAR

Contractor - U.S. Environmental Protection Agency Region 6 Superfund Division

Phone: 214-665-2242 - Email: kirst.tina@epa.gov

Message

From: Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]
Sent: 1/26/2018 4:15:50 PM
To: Jones, Monica [Jones.Monica@epa.gov]; Moser, Rebecca [Moser.Rebecca@EPA.GOV]
CC: Johnston, Robert [Johnston.Robert@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Ellis, John [Ellis.john@epa.gov]; Grogard, Megan [Grogard.Megan@epa.gov]
Subject: RE: Questions for the Record (QFRs) on FOIA & Records
Attachments: FOIA QFRs from 12-7-2017 House Env Subcomm - Draft 1-24-2018v2 - clean c....docx

Importance: High

Hi Monica,

To help Steve's review go a little faster, I had him review the OEIP draft responses with the understanding that they had not yet been reviewed by OGC and he will have to see it again. He already has some comments and I wanted to share with you now to provide your team with more time to address his comments plus any OGC provided comments.

Please see attached.

Thanks

Lisa

Lisa Jones-Parra
Senior Advisor to the Acting Chief Information Officer
Office of Environmental Information
U.S. Environmental Protection Agency
Desk: (202) 566-1157
Cell: (202) 384-2588

From: Jones, Monica
Sent: Friday, January 26, 2018 10:32 AM
To: Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Cc: Johnston, Robert <Johnston.Robert@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Ellis, John <Ellis.john@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Subject: RE: Questions for the Record (QFRs) on FOIA & Records

Lisa,

I cc'd you on the follow-up email to OGC. If I have not received a response by 11 am, I will give them a call.

From: Jones-Parra, Lisa
Sent: Friday, January 26, 2018 10:23 AM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Jones, Monica <Jones.Monica@epa.gov>
Cc: Johnston, Robert <Johnston.Robert@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Ellis, John <Ellis.john@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>
Subject: RE: Questions for the Record (QFRs) on FOIA & Records
Importance: High

Hi Monica,

Please note that Steve will have to have the information by noon in order to have time to review given that responses are due to OCIR by 3:00 p.m. If you haven't heard from OGC, you may have to follow up with them. When ready, please send directly to him with copy to Megan and me.

Thanks

Lisa

Lisa Jones-Parra
Senior Advisor to the Acting Chief Information Officer
Office of Environmental Information
U.S. Environmental Protection Agency
Desk: (202) 566-1157
Cell: (202) 384-2588

From: Moser, Rebecca

Sent: Thursday, January 25, 2018 7:58 PM

To: Jones, Monica <Jones.Monica@epa.gov>

Cc: Johnston, Robert <Johnston.Robert@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Shenefiel, Pam <shenefiel.pam@epa.gov>; Byrd, Jonda <byrd.jonda@epa.gov>; Ellis, John <Ellis.john@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>; Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov>

Subject: Questions for the Record (QFRs) on FOIA & Records

Monica:

Thanks for agreeing to help tomorrow with the QFRs on FOIA & Records, since I'll be out of the office and unavailable most of the morning.

Our draft responses are currently being reviewed by OGC.

Next steps:

1. See the two attached emails for the drafts that we submitted to OGC. (Note that the Records responses have supplementary information that probably won't be included.)
2. Incorporate OGC's revisions on the draft responses to the Records QFRs & the FOIA QFRs
 - a. OGC's input will probably come from *Charlotte Youngblood (OGC/GLO, 564-0283)*. (Charlotte is Wendy Blake's Deputy.
 - b. Larry (566-2162) can help with revisions to the FOIA responses; John Ellis (566-1643) can help with revisions to the Records responses
3. Once we have clean drafts incorporating OGC's comments, send to Steve Fine for a quick turn-around review (cc: Megan, Lisa J-P & Pam)
4. Once Steve approves of the drafts, then send them back to Rich Albores (OGC), 564-7102.
5. Rich will then run the final drafts by Wendy & Becky again (& they'll consider whether Kevin Minoli should review them).
6. Rich said that he will then submit the final to Christina Moody in OCIR.

OCIR has requested the final responses by 3 pm tomorrow, but they'll still need to go back through OGC, so the timing will be tight.

Thanks again for helping with this!

Rebecca

Rebecca G. Moser
Director, Office of Enterprise Information Programs
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-566-0252

Message

From: Moser, Rebecca [Moser.Rebecca@EPA.GOV]
Sent: 1/26/2018 12:58:10 AM
To: Jones, Monica [Jones.Monica@epa.gov]
CC: Johnston, Robert [Johnston.Robert@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]; Shenefiel, Pam [shenefiel.pam@epa.gov]; Byrd, Jonda [byrd.jonda@epa.gov]; Ellis, John [Ellis.john@epa.gov]; Grogard, Megan [Grogard.Megan@epa.gov]; Jones-Parra, Lisa [Jones-Parra.Lisa@epa.gov]
Subject: Questions for the Record (QFRs) on FOIA & Records
Attachments: FW: FOIA QRS in Follow-up to 12-7-2017 House Env Subcomm Hearing; FW: FOIA QRS in Follow-up to 12-7-2017 House Env Subcomm Hearing

Monica:

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2. Incorporate OGC's revisions on the draft responses to the Records QFRs & the FOIA QFRs
 - a. OGC's input will probably come from *Charlotte Youngblood (OGC/GLO, 564-0283)*. (Charlotte is Wendy Blake's Deputy.
 - b. Larry (566-2162) can help with revisions to the FOIA responses; John Ellis (566-1643) can help with revisions to the Records responses
3. Once we have clean drafts incorporating OGC's comments, send to Steve Fine for a quick turn-around review (cc: Megan, Lisa J-P & Pam)
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Thanks again for helping with this!

Rebecca

Rebecca G. Moser
Director, Office of Enterprise Information Programs
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-566-0252

Message

From: Blake, Wendy [Blake.Wendy@epa.gov]
Sent: 2/5/2018 10:53:19 PM
To: Saltman, Tamara [Saltman.Tamara@epa.gov]; GM Sieber [Ex. 6 Personal Privacy (PP)]; Barry Angeline [Ex. 6 Personal Privacy (PP)]; Monson, Mahri [Monson.Mahri@epa.gov]
CC: Dolph, Becky [Dolph.Becky@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: Follow-up
Attachments: Awareness Notification Process for FOIA Release 2 5 18_wb.docx

Good evening everyone,

Thanks for the productive conversation last Friday. I am excited to be a part of the team that works to streamline the Agency's FOIA process in an effective way that ensures we provide timely information to the public pursuant to FOIA. To that end, and as promised during Friday's call, attached is a draft of the awareness notification process we are working to implement.

Below are a few proposed measures that we can evaluate to determine the effectiveness of the attached process.

1.
2.
3.

Ex. 5 Deliberative

Becky and I look forward to meeting with you this week to discuss the attached and the above-noted measures.

Wendy

Wendy L. Blake
Associate General Counsel
General Law Office
Office of General Counsel
U.S. Environmental Protection Agency
phone: (202) 564-1821
fax: (202) 564-5433

-----Original Appointment-----

From: Saltman, Tamara
Sent: Thursday, February 01, 2018 10:03 AM
To: Saltman, Tamara; Dolph, Becky; Blake, Wendy; GM Sieber; Barry Angeline; Monson, Mahri; Gottesman, Larry
Subject: discuss FOIA lean event and awareness review prep
When: Friday, February 02, 2018 4:00 PM-4:45 PM (UTC-05:00) Eastern Time (US & Canada).
Where: Skype Meeting / call-in number in message

Please use the call in number below (no need to find a computer w/ Skype unless you want to)

→ [Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Join by Phone

Toll number Ex. 6 Personal Privacy (PP)

Find a local number

Conference ID Ex. 6 Personal Privacy (PP)

Help

Message

From: Epp, Timothy [Epp.Timothy@epa.gov]
Sent: 4/17/2019 5:42:19 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Walker, Denise [Walker.Denise@epa.gov]
Subject: RE: Equity Review training materials for FOIA Officers meeting
Attachments: Life Cycle of FOIA Main Toolkit 32519 (002).docx

Here is the whole document – we do not have authorization to distribute any more than the limited pages I put in the other pdf.

Tim

Timothy R. Epp

Acting Director | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Schumacher, Wendy
Sent: Wednesday, April 17, 2019 1:39 PM
To: Epp, Timothy <Epp.Timothy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Walker, Denise <Walker.Denise@epa.gov>
Subject: RE: Equity Review training materials for FOIA Officers meeting

Tim,

Do you have the Word version? None of the comments appear although the comment bar appears.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP

Government Information Specialist | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310 A)
Washington, D.C. 20460 | WJCN 5315 E
Phone (202) 566-2513 | schumacher.wendy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Epp, Timothy
Sent: Wednesday, April 17, 2019 1:24 PM
To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Walker, Denise <Walker.Denise@epa.gov>
Subject: RE: Equity Review training materials for FOIA Officers meeting

Hi Wendy, please thank the contractor for being careful.

I do not see any comments in the document that I sent you. There are redline changes in the document and I do want those to be available to people so that they can see the changes we have made to this portion of the toolkit. (The whole toolkit has not yet been updated fully.)

Tim

Timothy R. Epp

Acting Director | [National FOIA Office](#)
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310A)
Washington, D.C. 20460 | WJCN 7309B
Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Schumacher, Wendy
Sent: Wednesday, April 17, 2019 1:06 PM
To: Epp, Timothy <Epp.Timothy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Walker, Denise <Walker.Denise@epa.gov>
Subject: RE: Equity Review training materials for FOIA Officers meeting

Tim,

The contractor asked to have a version of this document without the comments for posting. We usually add the handouts to the Intranet page with the monthly agendas.

Do you have a different version or should I attach to the meeting invitation?

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP

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Washington, D.C. 20460 | WJCN 5315 E
Phone (202) 566-2513 | schumacher.wendy@epa.gov



National FOIA Office
EPA Office of General Counsel

From: Epp, Timothy

Sent: Tuesday, April 16, 2019 3:21 PM

To: Schumacher, Wendy <schumacher.wendy@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>

Cc: Walker, Denise <Walker.Denise@epa.gov>

Subject: Equity Review training materials for FOIA Officers meeting

Larry and Wendy,

Please distribute and bring copies of the attached to the FOIA Officers and Coordinators meeting for the training on Equity Review.

Tim

Timothy R. Epp

Acting Director | [National FOIA Office](#)

U.S. Environmental Protection Agency | Office of General Counsel

1200 Pennsylvania Avenue, N.W. (MC 2310A)

Washington, D.C. 20460 | WJCN 7309B

Phone (202) 564-2830 | epp.timothy@epa.gov



National FOIA Office
EPA Office of General Counsel

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 1/25/2018 6:13:24 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: QFR 1-24-18.docx
Attachments: QFR 1-24-18.docx

Larry,

Final table.

Wendy

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 8/7/2019 7:59:17 PM
To: Almazan, Christina [almazan.christina@epa.gov]
CC: Schena, Cristeen [Schena.Cristeen@epa.gov]; Calderon, Wanda [Calderon.Wanda@epa.gov]; Tate, Rita [Tate.Rita@epa.gov]; Hines, Andrea [hines.andrea@epa.gov]; Gupta, Kaushal [Gupta.Kaushal@epa.gov]; Ho, Nancy [Ho.Nancy@epa.gov]; Stevens, Edie [Stevens.Edie@epa.gov]; Engels, Alan [engels.alan@epa.gov]; Johnson, Ivry [Johnson.Ivry@epa.gov]; Kercheval, Stephanie [Kercheval.Stephania@epa.gov]; Newton, Jonathan [Newton.Jonathan@epa.gov]; Hamilton, Sabrina [Hamilton.Sabrina@epa.gov]; Kennedy, Chandra [Kennedy.Chandra@epa.gov]; Malloy, Marilyn [Malloy.Marilyn@epa.gov]; Richmond, Jonah [Richmond.Jonah@epa.gov]; Newman, Maya [Newman.Maya@epa.gov]; Collazo, Beatriz [collazo.beatriz@epa.gov]; Barnett-Owens, Inga [Barnett-Owens.Inga@epa.gov]; McLendon, Wanda [McLendon.Wanda@epa.gov]; Brown, Sineta [Brown.Sineta@epa.gov]; Clausen, Rebecca [Clausen.Rebecca@epa.gov]
Subject: F
Attachments: Awareness Notification Template.docx

New template attached.

Larry F. Gottesman
Agency FOIA Officer
National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)



National FOIA Office
EPA Office of General Counsel

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/29/2018 8:08:39 PM
To: Gross, Louann [Gross.LouAnn@epa.gov]
Subject: FW: EPA-HQ-2018-008646
Attachments: Awareness Notification e-mail template 11272018 Final.docx; FOIA Efficiency Memo.pdf

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/29/2018 6:14:42 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: EPA-HQ-2018-008646
Attachments: Awareness Notification e-mail template 11272018 Final.docx; FOIA Efficiency Memo.pdf

From: Gottesman, Larry
Sent: Thursday, November 29, 2018 12:44 PM
To: Purifoy, Tiffany <Purifoy.Tiffany@epa.gov>
Cc: Lubetsky, Jonathan <Lubetsky.Jonathan@epa.gov>
Subject: EPA-HQ-2018-008646

Please follow the process set out in the attached email.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/29/2018 6:05:58 PM
To: Jackson, Mildred [Jackson.Mildred@epa.gov]
CC: Long, Brian [Long.Brian@epa.gov]; Scott, Raoul [Scott.Raoul@epa.gov]
Subject: RE: Freedom of Information Act Request EPA-HQ-2018-006762
Attachments: FOIA Efficiency Memo.pdf; Awareness Notification e-mail template 11272018 Final.docx

No, but hope to get it cleared this week. As you may know we now have a new process which should get your requested out the door in 3 days. I attached the email notification and Ryan's Jackson memo for your information.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Jackson, Mildred
Sent: Thursday, November 29, 2018 12:57 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Long, Brian <Long.Brian@epa.gov>; Scott, Raoul <Scott.Raoul@epa.gov>
Subject: Freedom of Information Act Request EPA-HQ-2018-006762

Good afternoon, Larry. I am checking to see when you will complete the review of FOIA case number EPA-HQ-2018-006762. It has been setting in FOIAonline since June 7, 2018. I would like to close this out in the system. Please get back with me.

Respectfully,

Mildred A. Jackson
Government Information Specialist
Office of Acquisition Solutions
Policy, Training and Oversight Division
Management Support Branch
FOIA Team (3802R)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/29/2018 5:45:14 PM
To: Johnson, Ivry [Johnson.Ivry@epa.gov]
Subject: FW: EPA-R9-2018-007355
Attachments: Awareness Notification e-mail template 11272018 Final.docx; FOIA Efficiency Memo.pdf

Please follow the process set out in the attached email.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/29/2018 5:41:49 PM
To: McLendon, Wanda [McLendon.Wanda@epa.gov]
Subject: EPA-HQ-2018-000959 and EPA-HQ-2019-000960
Attachments: Awareness Notification e-mail template 11272018 Final.docx; FOIA Efficiency Memo.pdf

Please follow the process set out in the attached.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 9/4/2018 3:25:10 PM
To: Epp, Timothy [Epp.Timothy@epa.gov]
Subject: FW: Informal Process for FOIA Awareness Reviews - 06-09-2017. dolph comments. docx.docx
Attachments: Informal Process for FOIA Awareness Reviews - 06-09-2017. dolph comments. docx.docx

Per your request, this is the email that included Becky's comments. The version I give you last week was OEI's final draft taking into account Becky's comments.

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

From: Dolph, Becky
Sent: Monday, June 12, 2017 9:56 AM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Blake, Wendy <Blake.Wendy@epa.gov>
Subject: Informal Process for FOIA Awareness Reviews - 06-09-2017. dolph comments. docx.docx

Hi all – attached are my comments.

Thanks,
Becky

Becky Dolph | Director, FOIA Expert Assistance Team Office
U.S. Environmental Protection Agency
Office of General Counsel | 7309B WJCN | 202-564-5771

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 1/30/2018 7:44:58 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: National FOIA Office Operations Manual_20180130.docx
Attachments: National FOIA Office Operations Manual_20180130.docx

Please see my comments.

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 6/25/2019 4:24:35 PM
To: Kaminer, Joan [Kaminer.Joan@epa.gov]
Attachments: Awareness Notification Template.docx

Larry F. Gottesman
Agency FOIA Officer
National FOIA Office
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)



National FOIA Office
EPA Office of General Counsel

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/13/2018 3:23:48 PM
To: Dolph, Becky [Dolph.Becky@epa.gov]
Subject: National FOIA Office Operations Manual 2018
Attachments: National FOIA Office Operations Manual_2018 02 07 JB comments.docx

Becky-

Attached is a draft SOP we have been working on for a while. We made a few edits, to reflect some of the knowns about the reorganization. Wanted to share the draft with you.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 2/8/2018 11:23:14 PM
To: Saltman, Tamara [Saltman.Tamara@epa.gov]
Subject: FOIA-Policy-August2014-09-30FINAL(with-electronic-signature).pdf
Attachments: FOIA-Policy-August2014-09-30FINAL(with-electronic-signature).pdf

I thought the Policy was part of the FOIA response, it appears not to be, so here it is.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 1/25/2018 7:30:03 PM
To: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: QFR 1-24-18.docx
Attachments: FOIA QFRs from 12-7-2017 House Env Subcomm - Draft 1-24-2018v2 - clean copy.docx; FOIA QFRs from 12-7-2017 House Env Subcomm - Draft 1-24-2018v2 - redline.docx

From: Moser, Rebecca
Sent: Thursday, January 25, 2018 2:25 PM
To: Gottesman, Larry <Gottesman.Larry@epa.gov>
Cc: Byrd, Jonda <byrd.jonda@epa.gov>
Subject: RE: QFR 1-24-18.docx

Larry:

Thanks so much for the write-up and the follow-up conversations. I've attached the latest redline & clean copies, and I'll send the clean copy on to OGC for it's review in a few minutes.

Rebecca

Rebecca G. Moser
Director, Office of Enterprise Information Programs
Office of Environmental Information
U.S. Environmental Protection Agency
Phone: 202-566-0252

From: Gottesman, Larry
Sent: Thursday, January 25, 2018 12:47 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Subject: QFR 1-24-18.docx

Still need to add the number of requests closed by month.

Also, attached is the list of FOIA requests, that will be useful in responding to Question 27. Not an OEI questions.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Message

From: Schumacher, Wendy [schumacher.wendy@epa.gov]
Sent: 7/9/2019 12:16:33 PM
To: Kelly, Lynn [Kelly.Lynn@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
CC: Schumacher, Wendy [schumacher.wendy@epa.gov]
Subject: FW: FOIA Policy - revision
Attachments: OEI Draft Directive Initiation Form v9.docx; POLICY_FOIA_Draft_05032017.docx

Larry and Lynn,

The first email in this string is dated 2/22/17.

Please let me know if you need anything else.

Sincerely, Wendy

Wendy Schumacher, Ph.D., PMP

Government Information Specialist | National FOIA Office
U.S. Environmental Protection Agency | Office of General Counsel
1200 Pennsylvania Avenue, N.W. (MC 2310 A)
Washington, D.C. 20460 | WJCN 5315 E
Phone (202) 566-2513 | schumacher.wendy@epa.gov

From: Schumacher, Wendy
Sent: Wednesday, May 03, 2017 4:06 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA Policy - revision

Jonda,

Pam gave me a new template this morning. She wants a track changes version which is attached.

Please let me know if you approve or have any changes.

Thanks, Wendy

From: Schumacher, Wendy
Sent: Wednesday, February 22, 2017 4:13 PM
To: Byrd, Jonda <byrd.jonda@epa.gov>
Cc: Gottesman, Larry <Gottesman.Larry@epa.gov>
Subject: FOIA Policy - revision

Jonda,

Here is the draft revision to the FOIA Policy and the OEI Directive Initiation Form for your review.

Please let me know if you have any changes.

Thanks, Wendy

Wendy Schumacher, Ph.D., PMP
Government Information Specialist
Office of Environmental Information
FOIA, Libraries & Accessibility Division
(202) 566-2513
email: schumacher.wendy@epa.gov

Message

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 9/18/2019 2:46:03 PM
To: Sharke, Janet [Sharke.Janet@epa.gov]
Subject: FW: Bennet letter attachments
Attachments: FOIA training slides 2017 final - 03-21-17.pptx; Memo_ Freedom of Information Act (FOIA) Standard Appeal Language for Uses in FOIA Final Response Letters.pdf

From: Gottesman, Larry
Sent: Tuesday, March 28, 2017 5:31 PM
To: Moser, Rebecca <Moser.Rebecca@EPA.GOV>
Subject: Bennet letter attachments

Training slides and memo are attached.

Thanks

Larry F. Gottesman
Agency FOIA Officer

202-566-2162 (Direct line)
202-689-4588 (Mobile)

Appointment

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/3/2018 9:38:05 PM
To: Lubetsky, Jonathan [Lubetsky.Jonathan@epa.gov]; Furlow, Calvin [Furlow.Calvin@epa.gov]
Subject: FW: FOIA meeting
Attachments: FOIA Efficiency Memo.pdf
Location: DCRoomARN6013/DC-Ariel-Rios-OGC

Start: 12/12/2018 6:00:00 PM
End: 12/12/2018 7:30:00 PM
Show Time As: Tentative

Please share.

-----Original Appointment-----

From: Gottesman, Larry
Sent: Thursday, November 29, 2018 1:14 PM
To: Gottesman, Larry; FOIA Coordinators; FOIA Coordinators Alt; FOIA Officers; FOIA Officers Alt; OGC NFO
Subject: FW: FOIA meeting
When: Wednesday, December 12, 2018 1:00 PM-2:30 PM (UTC-05:00) Eastern Time (US & Canada).
Where: DCRoomARN6013/DC-Ariel-Rios-OGC

This month we are having a joint FOIA Officers and FOIA Coordinator's meeting. I will send out an adobe connect next week, so you can join in that way.

Call in number is:
Conf code:

Ex. 6 Personal Privacy (PP)

For those of you in the DC area please join us in WJCN 6013. This is in the connecting wing between the North and South Buildings.

New Meeting Agenda:

The topics for the meeting is the Awareness Notification Process as set out in Ryan Jackson's memorandum of November 16, 2018. We will also be providing a demonstration of how to run reports in FOIAonline using the advanced search function.

Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)

202-689-4588 (Mobile)

202-566-1667 (Main line)

Appointment

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 12/3/2018 9:35:01 PM
To: Tran, Victoria [tran.victoria@epa.gov]
Subject: FW: FOIA meeting
Attachments: FOIA Efficiency Memo.pdf
Location: DCRoomARN6013/DC-Ariel-Rios-OGC
Start: 12/12/2018 6:00:00 PM
End: 12/12/2018 7:30:00 PM
Show Time As: Tentative

-----Original Appointment-----

From: Gottesman, Larry
Sent: Thursday, November 29, 2018 1:14 PM
To: FOIA Coordinators; FOIA Coordinators Alt; FOIA Officers; FOIA Officers Alt; OGC NFO
Subject: FW: FOIA meeting
When: Wednesday, December 12, 2018 1:00 PM-2:30 PM (UTC-05:00) Eastern Time (US & Canada).
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Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)

202-566-1667 (Main line)

Appointment

From: Person, Linda [Person.Linda@epa.gov]
Sent: 11/29/2018 6:24:51 PM
To: Thompson, BrianK [Thompson.BrianK@epa.gov]; Gottesman, Larry [Gottesman.Larry@epa.gov]
Subject: FW: FOIA meeting
Attachments: FOIA Efficiency Memo.pdf
Location: DCRoomARN6013/DC-Ariel-Rios-OGC

Start: 12/12/2018 6:00:00 PM
End: 12/12/2018 7:30:00 PM
Show Time As: Tentative

-----Original Appointment-----

From: Gottesman, Larry
Sent: Thursday, November 29, 2018 1:14 PM
To: Gottesman, Larry; FOIA Coordinators; FOIA Coordinators Alt; FOIA Officers; FOIA Officers Alt; OGC NFO
Subject: FW: FOIA meeting
When: Wednesday, December 12, 2018 1:00 PM-2:30 PM (UTC-05:00) Eastern Time (US & Canada).
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Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

202-566-2162 (Direct line)
202-689-4588 (Mobile)
202-566-1667 (Main line)

Appointment

From: Gottesman, Larry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B3DBF872F954FBEB950E98C56BDC431-LGOTTESM]
Sent: 11/29/2018 6:14:11 PM
To: Gottesman, Larry [Gottesman.Larry@epa.gov]; FOIA Coordinators [FOIA_Coordinators@epa.gov]; FOIA Coordinators Alt [FOIA_Coordinators_Alt@epa.gov]; FOIA Officers [FOIAOfficers@epa.gov]; FOIA Officers Alt [FOIAOfficers-Alt@epa.gov]; OGC NFO [OGC-NFO@epa.gov]
Subject: FW: FOIA meeting
Attachments: FOIA Efficiency Memo.pdf
Location: DCRoomARN6013/DC-Ariel-Rios-OGC
Start: 12/12/2018 6:00:00 PM
End: 12/12/2018 7:30:00 PM
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Thanks

Larry F. Gottesman
Agency FOIA Officer
Office of General Counsel
U.S. Environmental Protection Agency

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202-566-1667 (Main line)